

POSTING DATE: July 30, 2021

CLOSING DATE: August 12, 2021



ASSISTANT SUPERINTENDENT'S OFFICE

MISSOURI STATE HIGHWAY PATROL

CAREER OPPORTUNITY BULLETIN

JOB ID: 1517

TITLE: LEGAL COUNSEL

FACILITATOR: Caitlan Elley
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DESCRIPTION: A Legal Counsel position exists within the Missouri State Highway Patrol's Assistant Superintendent's Office. The official domicile for this position is Jefferson City, Missouri. This position is classified as exempt under the Fair Labor Standards Act.

POSITION SUMMARY: This is a responsible professional position where the employee serves as a legal advisor for the Missouri State Highway Patrol. This position provides a full range of legal guidance, advice, and counsel for all matters affecting the Patrol, and may, upon request and approval by the Superintendent, represent the Patrol before a judicial body. The employee conducts research, prepares legal opinions, drafts rules and regulations for the Patrol, and counsels and/or advises personnel in relation to their duties as required by Missouri and federal laws. The employee will work to ensure compliance with all state and federal laws, rules, and regulations, as well as provides legal guidance regarding the implementation of Patrol programs. The employee must exercise independent judgment and discretion in contacts with others. General supervision is received from the immediate supervisor.

Click [HERE](#) for a more detailed job description.

QUALIFICATIONS: Graduation from an American Bar Association accredited law school and must be licensed to practice law in Missouri.

Preference may be given to those possessing experience in civil and/or criminal law in both trial and appeals.

NECESSARY SPECIAL REQUIREMENTS: Must relocate within a fifty (50) nautical mile radius of General Headquarters in Jefferson City, Missouri, within six months of employment.

Must possess proof of licensure with the Missouri Bar Association.

SALARY RANGE (Semi-monthly): Salary will be commensurate with applicable experience and education.

APPLICATION PROCEDURE: Individuals, including current Patrol employees, interested in this position must visit our website at <https://statepatrol.dps.mo.gov/> to complete and submit an [application](#) prior to the application deadline. Applicants with the necessary educational qualifications must also upload a copy of their college transcripts to the online application system. Resumes will not be accepted in lieu of the application. Individuals who have previously completed an application must access their profile in the system to re-apply.

Interview boards are tentatively scheduled for the week of August 23, 2021. The tentative start date for this position is within 30 days of the interview.

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ADDITIONAL INFORMATION: Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations, and/or candidate's possession of the knowledge, skills, and abilities deemed necessary for successful performance in the job.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a background investigation and Patrol administered drug test. The Missouri State Highway Patrol is a Drug Free Workplace.

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

To be eligible for employment with the Patrol, applicants must meet all dress and appearance requirements. Click [HERE](#) for more details about dress and appearance requirements.

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.